

ATTACHMENT B – LANDLORD RENTAL ASSISTANCE APPLICATION

Part I: Instructions for Landlords or Authorized Representatives

Landlords **MUST** complete Part II Rental Verification and **MUST** provide a copy of government issued photo ID, proof of property ownership (<https://www.epcad.org/Search?Year=2021>), and W-9 form. For authorized representatives, copy of property management agreement and government Photo ID of authorized representative must be included.

Part II: Rental Verification

Landlord Name						
Landlord Phone Number		Landlord Email Address				
Property Address						
Property Name				Landlord SS # or TIN #		
Federal Subsidies	Section 8	HUD	Other:			
Tenant Name						
Type of Rental	Apartment	House	Room	Mobile Home	Other:	
Type of Rent Due	Past Due		Current Month's Rent			
Months Applying for Assistance				Partial Payment from Tenant (if any)		
Total Amount Due	\$	Fees if any & Type of Fee				

Part III: Landlord Agreement

No minimum length of residency is required for tenants to receive assistance.
Landlord must prioritize tenants who are at risk of eviction.
Landlord must be able to accept rent payments via Automated Clearing House (ACH) bank transfer.
Payments received by Landlords must be credited to the tenant's account within 5 days of receipt.
Overpayments of rent must be returned to Project BRAVO within 5 calendar days.
Payments must be returned to Project BRAVO within 5 calendar days if tenant is evicted for other reason besides non-payment for rent payments covered under the program.
Landlord must rescind or cancel any prior notice to vacate and/or dismiss any eviction suit filed within 5 business days of receiving rent payment;
Landlord must agree not to interfere with the tenant's possession of the unit by changing the locks, cutting off utilities or removing appliances.
Landlord must agree to provide a 60-day notice to vacate to tenants who become delinquent on payment of rent within two (2) months of receiving assistance.
No penalties, late fees or interest can be applied to a tenant's account for the months to which assistance is received
Landlord must accept partial payments of rent and cap monthly late fees to \$25.00 for tenants who become delinquent on payment of rent within two (2) months of receiving assistance

I authorize Project BRAVO and the agency granting funds to solicit/verify information provided on this application. I understand that processing may take 2-4 weeks or earlier depending on application completeness and eligibility and payments may take an additional 5-7 business days. I understand that the assistance received under this program comes from federal funds. As a recipient of federal funds any use other than for those items listed in this document are not allowed. I further understand and declare under penalty of perjury that the foregoing is true, correct and complete to the best of my knowledge and belief and that failure to provide true and accurate information in this application may result in having to return any assistance received under this program, becoming ineligible for other programs from Project BRAVO and the granting agencies and other penalties as authorized under law.

By signing below, you are acknowledging that you have read and agree to the terms of the Landlord Agreement.

Landlord Name

Date

Landlord Signature